

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS15321275</u>	DATE POSTED: <u>06/24/21</u>
POSITION NO: <u>946758</u>	CLOSING DATE: <u>07/08/2021 by 5pm</u>
POSITION TITLE: <u>Administrative Assistant</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Indian Child Welfare Act Program - Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BJ62A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>37,709.28</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>18.06</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Provides and/or coordinates administrative/technical office duties; composes program information's documents and/or correspondence for supervisor's review/signatures; prepares program budgets reports, reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; complies information, preparing documents, conducting inquiries and responding to inquiries pertaining to work activities; schedules and coordinates meetings, events, interviews and/or other similar activities, including coordinating travel and lodging arrangements.

Initiates and maintains records of encumbrances and expenditures; takes a lead of role in preparation of budget estimates, reviews, prepares and may authorize purchase requisitions and payment of invoices; maintain reconciliations, collects and compiles statistical, financial and other information. Inventory and maintain adequate office supplies and equipment for staff use. Maintain confidential personnel files. Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established human resources policies and procedures. Responds to inquiries regarding status of personnel actions, such as employment, classification, compensation, and distributes output; performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates of degree in Business of related field, three (3) years responsible office administration and management experience and/or an equivalent combination of education and experience.

Special Requirements:

- Posses a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Possess FMIS 6B Certification. Coordinate and simultaneously handling a multitude of administrative support related tasks. Possess effective interpersonal communication skills. Familiar with personal computer hardware and software components. Ability to communicate effectively in the English language; ability to prepare required reports and maintain confidential records; ability to interpret program rules and regulations that applies to specific areas; skills in dealing with people; demonstrate fluency in both the Navajo and English languages. Knowledge of the Navajo Nation's human resources policies and procedures.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.